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|  EDUCATION AND PROFESSIONAL DEVELOPMENT  | NO. 423 |
| Employees at Winning Wheels, Inc. are encouraged to further their education and stay current in the field in order to demonstrate program strategies and interventions that are based on current research, peer reviewed scientific and health related publications, clinical practice guidelines and expert professional consensus. Winning Wheels provides various opportunities in which this may be accomplished including:1. CNA (Certified Nursing Assistant) Course - offered usually four times per year. A new employee who is not yet certified must complete this course within 120 days after employment. Winning Wheels will pay an employee to attend the class as well as paying for the cost of the course itself.2. Level Classes - are taught by our Director of Rehabilitation. CNA's are eligible to complete a total of three successive levels of advancement. Each level is comprised of different subjects relating to Winning Wheels (e.g. Psychosocial Programming, Traumatic Brain injury, Speech Therapy, etc.). There are eligibility requirements that must be met for each level. After successful completion of a level, an employee may receive a monetary increase in pay, and may be eligible for positions of greater responsibility (e.g. Nurse Aide Trainer, Team Leader, etc.)3. Facility In-services - are generally conducted on a monthly basis. These in-services are often mandatory and focus on key areas relating to working at Winning Wheels, Inc. (e.g. disaster preparedness, how to prevent back injuries, resident rights, etc.)4. Seminar/Workshop Attendance - is offered to employees at various levels. Winning Wheels will pay a seminar fee and pay an employee to attend it if approved by their supervisor and Administration. Winning Wheels asks that the employee then bring information obtained back to Winning Wheels to share with other employees. Possible seminars an employee may attend may be on Assertiveness Training, How to be a better leader, and Health Care related workshops, etc.5. Educational Assistance - is available for employees desiring to further their education through formalized course work at a college or university. Course work approved by an employee's supervisor and Administration may be paid for if it relates to their job.6. Professional Licenses and Membership dues - may be paid by the facility if Administration feels the membership in a particular organization representing that profession.This Educational Programs is reviewed annually by the Administrator/designated person in charge of the rehabilitation program.See facility Employee Handbook for further details on the above-mentioned programs. |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |